

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**National Procedure Checklist No. 1852**

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**Field Office Distribution** All directives are sent to BBS for State Offices and KCAO to access for local printing and distributing. To inquire about the transmission of directives, call the Directives Section at 202-690-0594.

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**National Office Distribution** Notices are available on Internet. Handbooks are printed and distributed to the National Office.

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**Directives on Internet** Notices are available on Internet at [www.fsa.usda.gov/dam/forms/notices.asp](http://www.fsa.usda.gov/dam/forms/notices.asp).

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**Temporary Directives** Temporary directives issued since the last weekly checklist are listed in this table.

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
CONSV-76 7-3-01	Conservation Software Modifications in County Release No. 462 and State Release No. 378	State and County Offices
DAP-107 7-1-01	Clarifying Gross Revenue Provisions	State and County Offices
FI-2487 7-2-01	July 2001 CCC and Farm Storage Facility Loan (FSFL) Program Interest Rates	State and County Offices
FI-2488 7-3-01	Announcing July to December 2001 Late Payment and Prompt Payment Act Interest Rate	FSA Offices
FLP-211 6-27-01	Reminder of Elimination of Second Disaster Set-Aside (DSA) Authority	State and County Offices
LP-1802 6-29-01	July Alternative Repayment Rate for 2000 Crop Honey Nonrecourse Marketing Assistance Loans	State and County Offices
PM-2254 6-28-01	Computer Training Needs Survey	State and County Offices
PM-2255 7-2-01	National FSA Technician Training	State Offices

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**Temporary  
Directives  
(Continued)**

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
PS-402 7-1-01	Deleting Wheat Class/Variety Code "WHI" APSS Modifications Included in County Release No. 462	State and County Offices
PS-403 7-3-01	Establishing User ID and Obtaining Password to Access New Intranet-based Price Support Online Reporting System (SORS)	State and County Offices
TB-1004 7-1-01	Modifications to Burley Tobacco Designation Program Information	Burley Tobacco State and County Offices

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**Permanent  
Directives**

Permanent directives issued since the last weekly checklist are listed in this table.

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
2-PL (Rev. 1) Amend. 5 7-1-01	Subsidiary Files	State and County Offices

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**Procedure  
Notices**

None

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**Obsolete  
Directives**

Directives made obsolete since the last weekly checklist are listed in this table.

<b>Short Reference</b>	<b>Date of Obsolescence</b>	<b>Made Obsolete By</b>
AO-1227	7-1-01	Disposal Date
AS-2011	7-1-01	Disposal Date
AS-2025	7-1-01	Disposal Date
BU-599	7-1-01	Disposal Date
CMA-52	7-1-01	Disposal Date
CN-918	7-1-01	Disposal Date
CONOP-11	7-1-01	Disposal Date
CP-529	7-1-01	Disposal Date
CP-531	7-1-01	Disposal Date
DAP-87	7-1-01	Disposal Date
DAP-88	7-1-01	Disposal Date
DAP-100	7-1-01	Disposal Date
DF-330	7-1-01	Disposal Date
ECP-28	7-1-01	Disposal Date
ECP-29	7-1-01	Disposal Date
FI-2437	7-1-01	Disposal Date
FI-2441	7-1-01	Disposal Date
FI-2469	7-1-01	Disposal Date
FI-2470	7-1-01	Disposal Date
FLP-54	7-1-01	Disposal Date
FLP-119	7-1-01	Disposal Date
FLP-128	7-1-01	Disposal Date

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**Obsolete  
Directives  
(Continued)**

<b>Short Reference</b>	<b>Date of Obsolescence</b>	<b>Made Obsolete By</b>
FLP-139	7-1-01	Disposal Date
FLP-146	7-1-01	Disposal Date
FLP-152	7-1-01	Disposal Date
FLP-171	7-1-01	Disposal Date
IRM-309	7-1-01	Disposal Date
IRM-314	7-1-01	Disposal Date
LD-495	7-1-01	Disposal Date
NAP-43	7-1-01	Disposal Date
NAP-45	7-1-01	Disposal Date
PM-2199	7-1-01	Disposal Date
PM-2239	7-1-01	Disposal Date
PN-647	7-1-01	Disposal Date
PS-359	7-1-01	Disposal Date
PS-369	7-1-01	Disposal Date
PS-383	7-1-01	Disposal Date
PS-386	7-1-01	Disposal Date
PS-387	7-1-01	Disposal Date
PS-392	7-1-01	Disposal Date
PS-395	7-1-01	Disposal Date
SIP-32	7-1-01	Disposal Date
TB-992	7-1-01	Disposal Date

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**National Procedure Checklist No. 1852 (Continued)**
**USDA/FSA**

Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1</u> /	Remarks
AD	2000	09-27-00	Performance Plan Agreement and Appraisal (Pass/Fail Rating System)	eAD2000.FML AD2000.PDF	Electronic Form	MP/4 Head to Head	FSA Headquarters Employees, all RMA Employees	Notice PM-2247	N/A	This is available in OmniForm format. No revision to the content of the form was made. The edition date has not been changed.
CCC	186	06-20-01	Promissory Note and Security Agreement	eCCC0186.FML	Electronic Form	MP/2 Head to Head	County Offices	1-FSFL	N/A	This form was revised and is available electronically. Destroy old stock. The file that was uploaded on 6-28-01, contained a minor word omission. The corrected version uploaded on 6-29-01 is the correct version. The PDF-Audio will be forthcoming.
CCC	2651	06-29-01	Request for Special Apple Loan Program Assistance	eCCC2651.FML	Electronic Form	MP/2 Head to Head	State and County Offices	6-FLP and FSA PN No. 106	N/A	This form was revised and is available electronically. Destroy old stock. The PDF-Audio will be forthcoming. The revised FMI will be forthcoming.
FSA	410-1	06-29-01	Request for Direct Loan Assistance	eFSA0410-0001.FML	Electronic Form	MP/4 Head to Foot	State and County Offices	FMI 3-31-97, 1910-A, 1941-A, 1943-A, 1943-B, 1945-D, 1951-J, 1962-A, 1965-A, 1980-B, 1-COR	N/A	This form was revised and is available electronically. Destroy old stock. Form uploaded on 6-29-01 was re-uploaded on 7-2-01 to make minor changes in fillable cells. The PDF-Audio will be forthcoming.
FSA	2661	06-29-01	Request for Emergency Loan for Seed Producers Program Assistance	eFSA2661.FML	Electronic Form	MP/2 Head to Head	State and County Offices	6-FLP and FSA PN No. 106	N/A	This form was revised and is available electronically. Destroy old stock. The PDF-Audio will be forthcoming. The revised FMI will be forthcoming.
FSA	440-04A	06-29-01	Security Agreement (Chattels and Crops)	eFSA0440-0004-A.FML	Electronic Form	MP/6 Head to Foot	FSA	N/A	Position 1	This form is new and available electronically. The PDF-Audio will be forthcoming. The FMI will be forthcoming.

**Note:** Files saved in PDF Format must be opened in Adobe Acrobat Reader 3.0 (or greater) to print. The freely available Acrobat Reader does not allow you to save your completed form to disk.

1/ Filing codes pertain only to State and County Offices.

## National Procedure Checklist No. 1852 (Continued)

USDA/FSA

Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code 1/	Remarks
KC	95-A	06-29-01	Business Reply Label - 4" x 6"	nofile.htm	KC	Label	Kansas City FSA Offices	N/A	N/A	Revised to reflect FIM/Barcode for 64179-0512 ZIP code business reply mailings. Destroy old stock dated 8-27-98.
MISC	OF-41	01-94	Routing and Transmittal Slip	OF0041.DOC OF0041.PDF OF0041.WPD	Electronic Form	Sheet	All offices	6-AS, 6-PM, 7-PM, 22-PM	N/A	Converted to Microsoft Word fillable format. No changes made to content of form.
MQ	80-C	05-04-01	Receiving Station Purchase Day Summary	eMQ0080-0000-C.FML	Electronic Form	Sheet	Burley State and County Offices, and Burley Tobacco Receiving Stations	14-TB	N/A	This form was reissued to adjust cell 13A in the OmniForm format. No revision to the content of the form was made.
RD	402-1	07-01	Deposit Agreement	eRD0402-0001.FML	Electronic Form	MP/2 Head to Foot	FSA, RD	FMI 10-29-97, 442.11, 1941-A, 1945-D	N/A	This form was revised and is available electronically. Destroy old stock. The PDF-Audio will be forthcoming. The RD PN and FMI will be forthcoming.
SF	52	07-91	Request for Personnel Action	SF0052.DOC SF0052.PDF SF0052.WPD	Electronic Form	MP/2 Head to Head	All except Counties	2-PM, 3-PM, 13-PM, 17-PM, 23-PM	N/A	Converted to Microsoft Word fillable format. No changes made to content. Print on BLUE paper only.
SF	3881	12-90	ACH Vendor/Miscellaneous Payment Enrollment Form	SF3881.PDF	Electronic Form	MP/2 Head to Head	State and County Offices	Notice FI-2482	N/A	This form was reissued in the PDF format. No revision to content of the form was made. This version does contain some pre-filled information. PDF-Audio will be forthcoming.

**Note:** Files saved in PDF Format must be opened in Adobe Acrobat Reader 3.0 (or greater) to print. The freely available Acrobat Reader does not allow you to save your completed form to disk.

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**National Procedure Checklist No. 1852 (Continued)**
**USDA/FSA**

Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code 1/	Remarks
UCC	1	07-29-98	National Financing Statement (Incorporates Article 9 Revisions - Electronic file also contains UCC-1AD)	eUCC0001.fml	Electronic Form	MP/12 Head to Head	State and County Offices	Notice FLP-209, FSFL-21, and LP-1801, 58-FI, 7-LP, 10-SU, 12-AO, 7-CN, 2-LP (RICE), 2-LP (HONEY), 2-LP (Grain and Oilseeds), 2-LP (PEANUTS), 12-PS	N/A	This form is reissued in Omniform format. File also contains UCC-1AD. See Notices FLP-209, FSFL-21, and LP-1801.
UCC	1(TRANS)	12-18-95	National Financing Statement (Transition form used by States that use National UCC documents but have not yet adopted Article 9 revisions. Electronic File also contains UCC-1AD(TRANS).)	eUCC0001-0000-TRAN.fml	Electronic Form	MP/12 Head to Head	State and County Offices	Notices FSFL-21 and LP-1801	N/A	This form is reissued in Omniform format. File also contains UCC-1AD(Trans). See Notices FLP-209, FSLP-21 and LP-1801.
UCC	1AD (TRANS)	12-18-95	National Addendum (Transition Form) Used by the States that use National UCC documents but have not yet adopted Article 9 revisions)	eUCC0001-0000-AD-TRAN.fml	Electronic Form	MP/6 Head to Head	State and County Offices	Notices FSFL-21 and LP-1801	N/A	This form is reissued in the OmniForm format.
UCC	3	07-29-98	National Financing Statement Amendment (Incorporates Article 9 Revisions. Electronic file also contains UCC-3AD)	eUCC0003.fml	Electronic Form	MP/10 Head to Head	State and County Offices	Notice FLP-209, FSFL-21 and LP-1801, 12-AO, 7-LP	N/A	This form is reissued in Omniform format. File also contains UCC-3AD. See Notices FLP-209, FSLP-21, and LP-1801.

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Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1</u> /	Remarks
UCC	3(TRANS)	11-19-98	National Financing Statement Amendment (Transition Form used by States that use National UCC documents but have not yet adopted Article 9 revisions. Electronic file also contains UCC-3AD(TRANS).)	eUCC0003-0000-TRAN.fml	Electronic Form	MP/10 Head to Head	State and County Offices	Notices FLP-21, FSFL-21, and LP-1801	N/A	This form is reissued in Omniform format. File also contains UCC-3AD(TRANS). See Notices FLP-209, FSLP-21, and LP-1801.
UCC	3AD (TRANS)	11-19-98	Natinal UCC Amendment Addendum (Transition Form Used by the States that use National UCC documents but have not yet adopted Article 9 revisions.	eUCC0003-0000-AD-TRAN.fml	Electronic Form	MP/5 Head to Head	State and County Offices	Notices FLP-21, FSFL-21, and LP-1801	N/A	This form is reissued in the OmniForm format.
UCC	11	05-09-01	National Information Request (Incorporates Article 9 Revisions)	eUCC0011.fml	Electronic Form	MP/4 Head to Head	State and County Offices	Notice LP-1801and FLP-209	N/A	This form is reissued in Omniform format. See Notices FLP-209, FSFL-21, and LP-1801.
UCC	11(TRANS)	05-15-98	National Information Request (Transition Form used by States that use National UCC documents but have not yet adopted Article 9 revisions)	eUCC0011-0000-TRAN.fml	Electronic Form	MP/4 Head to Head	State and County Offices	Notices FSFL-21 and LP-1801	N/A	This form was reissued in the OmniForm format. No revision to content of the form was made.

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